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Lgd Subj

ADM-2

26 NOV 1963

DD/S&T 2186-63

MEMORANDUM FOR: Mr. Sheldon

25X1A

Dr. Wheelon

SUBJECT: Approval Points and Procedures for  
DD/S&T Activities of Various  
Functional and Monetary Magnitudes

1. This memorandum contains drafts of three proposed financial approval systems for DD/S&T activities. Two of the drafts are for activities, based generally on a monetary limitation, for which approval is needed at the DDCI level. The third draft is to establish an internal DD/S&T activity approval system. More specifically, the three drafts represent:

- a. Draft No. 1, Approval of Research and Development Activities, has Agency-wide application to R&D activities.
- b. Draft No. 2, Approval of Separate Activities in the Science and Technology Area, is intended to cover other than R&D activities in the Directorate of Science and Technology.
- c. Draft No. 3, DD/S&T Activity Approval System, is proposed for application to the Offices of the DD/S&T.

2. In connection with the above three drafts, I would offer the following background comment:

- a. Draft No. 1, the R&D Activity draft, was prepared at the direction of General Carter by the Comptroller's Office and has applicability to all Directorates. The attachment to it which contains an outline



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of the information to be submitted when projects are sent to DDCI for approval is to be used only as a guide and therefore, it is not a mandatory requirement.

- b. Draft No. 2, Approval of Non-R&D Activities in the DD/S&T, was mutually arrived at by representatives of this Directorate and the Comptroller's Office. It, in general, reflects the format and content of a similar agreement negotiated between DDP and the Comptroller.
- c. Draft No. 3, the Internal DD/S&T Approval System, has been previously agreed to in principle by the DD/S&T, prior to which each Assistant Director likewise reviewed it and approved in principle.

3. May I ask the three addressees to familiarize themselves with the contents of these documents and furnish me any advice or opinion. We very much would like to proceed with the effecting of the final agreement with the Comptroller's Office on Drafts No. 1 and 2 and issue internally Draft No. 3.

4. Incidentally, also attached for your information as Attachment A is a brief analysis of the content of all three drafts.

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[REDACTED]

Executive Officer  
Deputy Director  
(Science and Technology)

Attachments  
As stated

Distribution:

Orig - Mr. Sheldon/Col. Giller/  
Dr. Wheelon w/atts

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